

HARRIS COUNTY PUBLIC HEALTH RYAN WHITE GRANT ADMINISTRATION

POLICY AND PROCEDURES FOR EMPLOYEE RECORDS

REVISED DATE: 03/17

POLICY:

All agency employees must be properly qualified and trained to perform required job duties and all employee records must contain complete and up-to-date information.

PROCEDURES:

1. A separate file (hereafter referred to as the “employee record”) will be maintained for each agency employee who is paid, in whole or in part, by Ryan White Part A funds.
2. The employee record must contain, but not limited to, the following elements:
 - The employee’s current job title, position start date and original hire date.
 - A job description for any position for which the employee has billed services to Ryan White Grant Administration.
 - Documentation of all degrees, credentials, certification(s) and/or licensure required by the RFP, contract, or Standards of Care, job description or agency policy and procedure and/or site visit guidelines. All certifications and licenses must be current upon start date.
 - A “Statement of Confidentiality” signed and dated by the employee, indicating that the employee agrees to respect the confidentiality of all agency clients (the Statement of Confidentiality must be signed before the employee provides any client services or has access to any confidential information).
 - A signed and dated statement indicating that the employee has received pre-service training on the agency’s policies and procedures and on “client rights”.
 - Documentation of all training required by the contract or Standards of Care (see next page). This may include, but is not limited to, certificates of completion and copies of sign-in lists. Acceptable documentation must include the date(s) of the training, the name(s) of the presenter(s), the duration of training, topic(s) covered and a legible signature of the participant(s).
 - Documentation of continuing education if required by the current contract or Standards of Care. Acceptable documentation must include the date(s) of the training, the name(s) of the presenter(s), the duration of training, topic(s) covered and a legible signature of the participant(s).
 - Verification of current liability insurance coverage (if required by the contract or Standards of Care), RFP, job description or agency policy and procedure and/or site visit guidelines.

- Proof of TB Screening and Hepatitis B vaccination, signed and dated declination form or statement signed by a physician indicating that the vaccination is medically unnecessary or contraindicated (only for staff with occupational exposure, as determined by the employer).
 - A signed and dated acknowledgement of the Whistleblower Protection Program information (form attached).
3. All documentation pertaining to employees' health, medical diagnoses and medical treatment will be kept in a confidential file separate from the primary employee record.
 4. Complete employee records must be maintained by the agency for at least five (5) years following the last date of employment.

REQUIRED TRAINING:

Unless otherwise indicated, the trainings listed below is required by Ryan White Grant Administration Site Visit Guidelines for all volunteers and staff who are paid, in whole or in part, by the Ryan White Part A funds, unless specified otherwise.

Training	Timeframe
Initial Training (All RW Funded Staff) - 8 hours to include: HIV/AIDS Basics, Safety Issues (Fire/Emergency Preparedness, Hazard Communication, Infection Control, Universal Precautions), Confidentiality Issues, Roll of Staff/Volunteers, Agency-Specific Information (e.g. Drug Free Workplace Policy) and Customer Service Training	Within 60 days of hire
Confidentiality and client rights (including contractors)	As per current Standard of Care or within 60 days of hire but <u>before</u> the employee/contractor engages in the delivery of services and annually thereafter
Agency policies and procedures (including contractors)	As per current Standard of Care or within 60 days of hire but <u>before</u> the employee/contractor engages in the delivery of services and annually thereafter
Agency infection control <i>policy and procedures</i> (staff with no occupational exposure)	Within 60 days of hire and annually (within 12 months of the last training) thereafter
Fire safety (agencies that use portable fire extinguishers)	Within 60 days of hire and annually (within 12 months of the last training) thereafter
Emergency evacuation (1 employee for every 10 per agency facility)	Within 60 days of hire and annually (within 12 months of the last training) thereafter
Hazard communication	Within 60 days of hire and annually (within 12 months of the last training) thereafter

Infection control (staff with direct and/or indirect occupational exposure – as identified by agency)	Within 60 days of hire and annually (within 12 months of the last training) thereafter
First Aid/CPR (only staff who are required by RFP, Standards of Care, contract, job description or agency policy and procedure)	Within 90 days of hire and as needed to remain certified
Non-violent Crisis (only staff who are required by RFP, Standards of Care, contract, job description or agency policy and procedure)	Within 90 days of hire and refresher courses annually (within 12 months of the last training) thereafter
Cultural Sensitivity Training (2 hours per contract year)	Annually (within 12 months of the last training) for all staff with greater than 5 years with current employer
Cultural Sensitivity Training (4 hours per contract year)	Within 90 days of hire and annually (within 12 months of the last training) thereafter for all staff tenured 0-5 years with current employer
HIV/Mental Health Co-morbidity Training (1 hour per contract year)	Within 90 days of hire for all new employees and annually (within 12 months of the last training) thereafter
Emergency Management Training	Within 90 days of hire for all applicable employees
Staff education on eligibility determination and fee schedule (for, but not limited to, case managers, eligibility and intake staff)	Within 90 days of hire for all new employees and annually (within 12 months of the last training) thereafter
Staff education on eligibility determination and fee schedule (for, but not limited to, case managers, eligibility and intake staff)	Within 90 days of hire for all new employees and annually (within 12 months of the last training) thereafter
Staff Guidelines which includes, but not limited to, Agency P&P's, Confidentiality, Complaint & Grievance Procedures, Complaint & Grievance Procedures	Within 60 days of hire and reviewed annually
Intimate Partner Violence (IPV) Training (for, but not limited to, case management staff – SLW, MCM, CCM and all personnel with IPV screening, safety planning and/or intervention responsibilities)	During agency orientation and annually (within 12 months of the last training) thereafter
Certified Application Counselor (CAC) Training & Certification	Within 90 days of employment in the case management system
Whistle Blower Protection	Within 30 days of hire for all new employees

ATTACHMENT

1. Whistleblower Protection Acknowledgement Form

Approved by Manager
HCPH – Ryan White Grant Administration

Date

[Agency Name]

Notice to Employees Paid with Federal Grant Funds

(Including pass-through funds when the County is subgrantee)

Because you are paid in whole or in part with Federal grant funds (including pass-through funds when the County is a subgrantee), you are entitled to certain whistleblower protections. The “Pilot Program for Enhancement of Contractor Employee Whistleblower Protections” requires Harris County to provide this notice to you in writing.

Harris County may not discharge, demote, or otherwise discriminate against an employee as a reprisal for whistleblowing. “Whistleblowing” means making a disclosure that you reasonably believe is evidence of any of the following:

- Gross mismanagement of a Federal contract or grant;
- A gross waste of Federal funds;
- An abuse of authority relating to a Federal contract or grant;
- A substantial and specific danger to public health or safety; or
- A violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

To be eligible for protection, a disclosure must be made to:

- A Member of Congress or a representative of a Congressional committee;
- An Inspector General;
- The Government Accountability Office;
- A Federal employee responsible for contract or grant oversight or management at the relevant agency;
- An official of the Department of Justice or other law enforcement agency;
- A court or grand jury; or
- A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Employee’s Signature

Date